

Labelling a PAS110 sample & preparing the relevant paperwork

Key Steps

1. Take a representative sample of your digestate following the [sampling guidance](#), for separate fibred please use the [compost sampling guidance](#).
2. Please write 'PAS110' on your sample's packaging.
3. Prepare the required copies of '[BCS PAS110 Analysis Request Form](#)'.
4. Please ensure that the PAS110 analysis request form is attached to your PAS110 sample.
5. Send the sample and the form to one of the BCS Appointed Laboratories.

Importance of Sample Labelling

When the sample is labelled correctly, the laboratory will understand that the analyses are undertaken for certification purposes. If the sample has not been labelled correctly the associated results will not count towards your certification; and you will need to take extra samples and send them for testing. The BCS database has not been designed to capture analyses not undertaken for certification purposes and so please do not label your samples as 'PAS110' if they have not been taken for certification purposes.

PAS 110 Analysis Request Form

Please ensure that you use the latest version issued of the PAS110 Analysis Request Form available on our website [here](#).

BCS Number

Your BCS Number is unique to your process and will have the format BCSXXXXCX. It is used to identify your site in REAL's database. If you are a new applicant, you will need to request this from info@relaschemes.org.uk.

Certification Code

This is assigned to a specific digestate output. It is vital to include the correct code. **More information below.**

		PO Number	
Organisation name		Contact name	
Plant name		Email	
BCS number		Telephone	
Sample of	<input type="checkbox"/> Whole digestate	<input type="checkbox"/> Separated fibre	<input type="checkbox"/> Separated liquor
Sample code		Certification code	<i>Must be supplied</i>
Sample type (testing purpose)	<input type="checkbox"/> 1 (Validation)	<input type="checkbox"/> 2 (Routine verification)	<input type="checkbox"/> 3 (Re-sample verification)
Date sampled		Sampler name	<i>Optional</i>

If you are unclear on any element of this form, please contact info@relaschemes.org.uk and we will be happy to help!

Sample Type

This identifies the purpose of your sample e.g., as an applicant, you will be testing for validation purposes with sample type 1. **More information on the different sample types/testing purposes below.**

Certification Code

The BCS Appointed Laboratories will need the certification code to submit your test results to the BCS database and will not accept the forms that omit this information.

- **On-going testing for verification purposes**

Clearly identify the certification code of the digestate output you are sampling. Please note that this is not the BCS number, but a code stated on your certificate for each certified digestate output you produce.

- **New Output Type – initial validation purposes**

If you are seeking to start producing a new output type, please contact info@realschemes.org.uk to obtain a temporary certification code. Once you have validated the new output the certification body will issue a (permanent) certification code for your new output type.

- **New Applicants – initial validation purposes**

For new applicants wishing to join the Biofertiliser Certification Scheme please contact REAL BCS by sending an email to info@realschemes.org.uk. We will provide you with a temporary certification code.

Sample Type

Depending on the reason for testing you will need to select one of the following sample types:

1. Validation.

Taken for initial validation when applying for certification under the scheme (or re-validation). This includes any retests after a failure during validation/application onto the scheme (or re-validation if previously withdrawn from the scheme). Validation samples are also taken for the validation of any new output types.

2. Routine verification

Taken for on-going testing to verify the continued efficacy of the PAS 110 quality management system and digestate compliance with PAS 110 minimum quality criteria and any other criteria specified and agreed with the customer.

3. Re-sample verification

Taken to verify the efficacy of corrective actions, on the failed batch and subsequent batches following routine validation test.